CITY OF MILPITAS
Effective: June 1985
Revised: 8/00, 6/05
EEOC: Service
FLSA: Nonexempt
UNIT: MEA/Skilled Craft
Physical: 2

FLEET MAINTENANCE ASSISTANT

DEFINITION

To assist in the general maintenance of City vehicles and equipment; and to perform custodial duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Fleet Maintenance Supervisor and technical supervision from other vehicle maintenance staff.

Exercises no supervision.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Deliver and pick-up vehicles, as directed, sent out for service and repair.

Transport vehicles to and from City Hall and the corporation yard.

Ensure City vehicles are kept clean through routine inspection and car washing, including washing the inside of windows and vacuuming car interiors.

Polish and wax City vehicles on a scheduled basis.

Perform and assist in the performance of minor maintenance services including changing of fan belts, radiator hoses and light bulbs.

Strip emergency equipment from old vehicles and install in new vehicles.

Pick-up and deliver maintenance supplies.

Perform custodial duties as assigned.

Perform related duties as assigned.

QUALIFICATIONS
Knowledge of:
Basic methods, tools, and equipment used in servicing City vehicles and equipment.

Ability to:
Perform minor maintenance services on vehicles and equipment.

Understand and follow written and oral instructions.

Maintain routine records.

Establish and maintain effective work relationships with those contacted in the course of work.
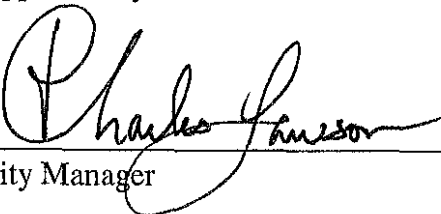

EXPERIENCE AND EDUCATION
Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be equivalent to the completion of the twelfth grade.

License or Certificate
Possession of a valid California Driver's License with minimum of a Class C license.

Approved by:

_____   _____
City Manager   Date
                                                          12-8-05

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Human Resource Director